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**Subject:** [Pcbodist] Foundation Project Administration Updates - Transfer Requests  
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## Partners in Campus Business Operations

### Foundation Project Administration Updates - Transfer Requests

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#### *Sent on behalf of: University Advancement*

Hello Campus Partners,

In our efforts to continue supporting donor contributions and their intent, effective November 1<sup>st</sup>, the Foundation will be reviewing and approving all transfers associated with Foundation (g6xxx) funds **before** they are processed. This process includes all Inter-Unit Billings (IUBs) and Financial Transfer Requests (FTRs).

Please email all transfer requests along with supporting documentation and fiscal authority approvals to Foundation Project Administration at [fndprojectadmin@csusm.edu](mailto:fndprojectadmin@csusm.edu). Once we review/approve the request based on the appropriateness of the project, Foundation Project Administration will forward the approved transfer to Fiscal Services to be processed and will cc the originating requestor(s).

To ensure we are in alignment with Fiscal Services monthly close deadlines, please submit transfer requests to Foundation Project Administration for approval a minimum of two business day prior to the announced monthly close deadlines.

If you have any questions, please contact Veronica Roman at [vroman@csusm.edu](mailto:vroman@csusm.edu).

Thank you for your support in ensuring we are good stewards of our donors' gifts.

Thank you,  
Veronica

## Veronica Roman

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